

**WINCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Minutes of Regular Meeting – September 12, 2023

REMOTE PARTICIPATION

(Due to State of Emergency COVID –19)

4:00 PM

CALL TO ORDER – Members present: Chairperson June McInnis, Mary Lou Bigelow, Catherine Boyle, Brenda Kleschinsky and James Harris. Also present Executive Director Susan Cashell and Assistant Director Denise Lynch.

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of August 8, 2023 as presented.
Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

2. DIRECTOR’S REPORT

Vacancy Report – One Family unit, 3- 667 units.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy with routine workorders and landscaping.
- b) We are currently waiting for EOHCL to complete the next steps in the two ARPA funded capital projects.

3. TENANT’S OPEN FORUM

No tenants were present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 39,015.83 for the period from August 1, 2023 through August 31, 2023.

Moved to approve by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.

The Board received and reviewed the gross figures of Payroll, Section 8 and FSS payables for the period of August 1, 2023 through August 31, 2023.

a. Payroll	\$ 32,606.81
b. Section 8 Account	\$ 204,678.00
c. FSS	\$ 9,023.00

5. SECTION-8 PROGRAM STATISTICS FOR MAY 2023

The Board received and reviewed the Section 8 statistics for May 2023
144 Active Vouchers

6. REVIEW AND APPROVAL OF WIN-CAM FILMING

The Board reviewed and approved the request made by Win-Cam to film monthly meetings.
Moved to approve by Mary Lou Bigelow and seconded by James Harris. Voted 5-0.

7. REVIEW AND APPROVAL OF WRITE-OFFS'S FOR DELIQUENT ACCOUNTS

The Board reviewed and approved the amount of \$1,480.50 for two vacant accounts.
Moved to approve by Benda Kleschinsky and seconded by Catherine Boyle. Voted 5-0.

8. OTHER BUSINESS LEGALLY BEFORE THE BOARD

None.

9. COMMITTEE REPORTS

a) Housing For People with Disabilities

10. ADJOURNMENT

Moved to adjourn at 4:18 PM by Brenda Kleschinsky and seconded by Mary Lou Bigelow. Voted 5-0.